

**ARIZONA TRAUMA SYSTEM
QUALITY ASSURANCE AND SYSTEM IMPROVEMENT (AZTQ) COMMITTEE
MINUTES**

April 20, 2006

150 North 18th Avenue, Conference Room 540-A

Members Present:

John Porter (Chairman)	Pam Goslar
Scott Petersen	Bill Ashland
Jane Burney	Brenda Sutton
Marcia Barry	Marc Matthews
Linda Worthy	Kelly Silberschlag
Kathleen Ruiz	

Members Absent:

Debbie Johnston
Philip L. Johnson
Michelle Guadnola
Charlann Staab
Michelle Ziemba

I. CALL TO ORDER

John Porter, Chairman, called the regular meeting to order at 10:35 a.m. after a quorum was reached.

II. DISCUSSION and Action on January 19, 2006 Minutes

- A motion was made by Marcia Barry and seconded by Linda Worthy to approve the minutes of January 19, 2006. **Motion carried.**

III. ARIZONA DEPARTMENT OF HEALTH SERVICES ITEMS:

- A. Update on 2005 STAB EMS & Trauma System Assessment – Public Record
- The Attorney General’s Office has issued an internal opinion stating that the individual and aggregate responses by providers to assessment questions are public record.
 - This item was brought up in a previous STAB meeting. There is concern that providers who have not finished the assessment have not done so because having their name on the assessment may present them in legal jeopardy.
 - At this point more than half of the providers have completed their assessments. BEMS is targeting April 28th for the submission of completed assessments. Once all assessments have been received, BEMS will organize the assessments by region and by county within each region. Analysis of the data will then commence. Once all the data is organized we will share that information with AZTQ.
- B. Update/Discussion/Action on status of Trauma Registry and Reports
Anita Ray reported:
1. Conversion Status Update
 - The software vendors are in the process of updating hospitals with the new software for the trauma registry and converting the old data so it is standardized. Currently, there are two systems, Digital Innovations Collector Software and Lancet Trauma One Software. Both vendors are working hard to get the data converted and software updated.
 2. Sample Manual
 - The manual will list all our data elements, data submission and

confidentiality. The manual will include all the information that the users will need to know regarding the trauma system.

3. Data Dictionary

- The data dictionary was e-mailed to everyone on the Trauma Registry Users Group (TRUG). Anita Ray asked for feedback on the data dictionary.
- Handed out a form for requesting trauma registry data. Once approved this form will be available on the website.
- No confidential information is allowed to be given out.
- Anita will determine what is confidential information and then it will be reviewed by Vicki Conditt and Georgia Yee.
- Discussion followed about whether it should be Anita, Vicki, or Georgia approving this form.
- Richard Porter stated that data that contains identifying information always goes through Human Subjects Review. Then the people that own the data determine whether or not it can be released. If you make too many restrictions on the data it won't have any value.
- Related recommendations that were made included:
 - Scott Petersen recommended that the person requesting the data outline their goals of what the information is to be used for.
 - Scott Petersen recommended that AZTQ not make it too onerous to collect the data.
 - Pam Goslar recommended looking at how Child Fatality handles their data release
 - John Porter recommended taking a look at how other state registries handle the confidentiality issue, come up with a policy to present at the next meeting and some sort of subcommittee to review the data and present to STAB.

4. Level IV Data Elements

- Should Level IV trauma centers be required to report everything like Levels I, II and III or a reduced number of data elements? If we have several designated hospitals could there be a concern treating a patient, that the trauma registry might have duplication of cases?
- Scott Petersen stated that in the trauma center data we have the option to indicate that the patient was transferred in.
- John Porter reported that this would only become a duplication issue once some of the hospitals become trauma centers.
- This is not an issue right now but once the hospitals become on-board with reporting data, this may be an issue.
- Richard Porter stated that in order to eliminate duplication we need to be sure we can identify multiple hospitals with the same patient.
- Georgia Yee stated that the current program is not sophisticated enough right now to do that.
- Question was asked whether Level IV's would have the same set of data elements.

- Georgia Yee stated that she would call some other hospitals to get an idea what those required data elements would be.
- Related recommendations that were made included:
 - Marcia Barry recommended adding a disclaimer to the reports that some cases may be duplicated.
 - Scott Peterson recommended that a spreadsheet with an abbreviated set of data elements for Level IV's be put together.
- 5. Case Date Range
 - Discussion ensued regarding what date to use for the Case Date Range for Trauma Registry Submission. In past documents the admission date was used for the quarterly submissions.
 - A motion was made by Scott Petersen and seconded by Pam Goslar to use the ED Entry Date for the admission date. **Motion carried.**
- C. Report on Trauma Mini-Grants
 - Vicki Conditt reported that the Notices of Award will be sent by the ADHS Procurement Office tomorrow or early next week.
- D. Solicit recommendations for AZTQ membership category "Representative from an Urban Non-Trauma Acute Care Facility"
 - Marc Matthews recommended that Victor Garcia from Phoenix Memorial Hospital, Head of the Emergency Room for the position.
 - Vicki Conditt stated that she will contact him.

IV. **OLD BUSINESS:**

- A. Update/Action on Revision of Policies for the following documents:
 - 1. Statement of Compliance
 - When the AZTQ committee is actually reviewing the data this would be an Executive Session and it would be a closed door meeting.
 - Vicki Conditt asked that each member sign the Statement of Compliance document and the Bureau will keep on file.
 - Members that are participating by telephone will need to have some sort of verbiage read to them regarding the confidentiality in an Executive Session before it starts.
 - None of the documentation handed out will be able to leave the room
 - 2. Trauma Registry Reports and Dissemination of Reports
 - STAB members will have to sign the Statement of Compliance as well
 - John Porter recommended add on page 3 C. A special report (see policy number or name?)

- Each hospital can run their own report
- Special Reports will not be public information if there are any identifiers included
- A motion was made by Pam Goslar and seconded by Brenda Sutton to appoint a task force to discuss updating the forms and policies especially with regard to report content.
Motion carried.
- John Porter will head the task force, and Pam Goslar, Richard Porter, Brenda Sutton and staff will participate
 - The reports will be given to the task force to work on then back to AZTQ
- Related recommendations that were made included:
 - Richard Porter recommended deleting “There must be a minimum of ten (10) or more cases in any data field for each report” bottom paragraph on page 2.
 - John Porter recommended moving the box directly after “A. A standard public report will be produced on a quarterly basis that contains only the data elements listed below: (bottom paragraph on page 2).
 - John Porter recommended adding mortality or outcome
 - Richard Porter recommended adding that this report contain at a minimum will include these data elements:
 - Pam Goslar recommended deleting E849. Place of Occurrence.
 - It was decided that E849 would be left in.
 - Pam Goslar recommended added LOS and ICU Days
 - On page 3 – B. line 2 “only available to AZTQ committee members (add) and STAB

3. State Trauma Registry – Data Submission

- Georgia Yee reported that we may update this form to include electronic submission
- Anita Ray reported that the Department will be sending her an updated HIPAA form signed by the new Director regarding the Department of Health’s non-covered programs and authority to receive data. She will provide this information to the hospitals so that they can keep it on file.

V. NEW BUSINESS:

- A. Discussion and Action on reversing AZTQ meeting times and STAB meeting times future meetings
- The committee decided it would be more effective if AZTQ met before the STAB Meeting so that items that need to go to STAB won’t have to wait months. AZTQ will meet at 8:30 a.m. and STAB will meet at 10:00 a.m.

Item: Notice regarding change of meeting times

Follow Up: Sent out to AZTQ Members, STAB Members and Change on the BEMS website

When: ASAP

Who: Donna Meyer

- The AZTQ Committee report will be a standing agenda item for STAB
- Scott Petersen requested that a phone number be sent out to members who want to attend the meeting by telephone if a member will not be able to attend.

VI. CALL TO THE PUBLIC

- Brenda Sutton reported that of the prehospital agencies in the valley twenty-three of submitted letters of intent to submit data to the new data collection system. Ten will go live with electronic documentation by the end of this year. The other ten to twelve will be going live in 2007.
- The agencies will be setting up meetings with individual hospitals to discuss data and how data will be transferred.
- Every agency is going to want their own data.
- The Bureau of EMS does not have statutory authority to require prehospital data.
- John Porter reported that University Medical Center (UMC) is getting ready to establish an EMS ED link system for a study. This will be set up through traffic light signals in the busiest intersections or roads to the trauma center. There will be a live camera on the back of the rig and in the rig. So that information will be reported live and medical direction can be given as they come to the hospital.
- By means of a grant UMC was able to set up a telemedicine program with one hospital and other hospitals will be coming on-board
- The Bureau of EMS has made arrangements with Dr. Coscia to provide a question and answer session for those facilities that are considering verification or designation as a trauma center. This is tentatively scheduled for July 14, 2006 at John C. Lincoln North Mountain.

VII. SUMMARY OF CURRENT EVENTS

VIII. NEXT MEETING

The next AZTQ meeting will be held on September 21, 2006.

IX. ADJOURNMENT

The meeting adjourned at 12:00 a.m.

Approved by: AZTQ Committee

Date: November 2, 2006